


How do I find the most current version of a form or document?

Always download forms and documents from the DCS Forms & Documents page on the [Intranet](#) or [Internet](#) (forms for providers). Both pages are updated frequently with current versions of forms and documents.

How can I quickly locate a form?

You can use the filter feature to quickly locate forms/documents. Click the filter symbol  in either the ID or Form Name section. The filter tool allows you to keyword search with various conditions. The "and" or the "or" feature in the filter boxes allows you to search for multiple forms/documents at a time. Additional conditions such as: *"Is equal to"*, *"Is not equal to"*, *"Starts with"*, *"Contains"*, *"Does not contain"*, and *"Ends with"* are available for you to search by keyword and partial form id/name.

What is a tag?

Forms and Documents have been tagged according to program area. By selecting a program area tag, you can return results for the forms/documents associated with a specific program area.

How do I download a form or document?

To download a form/document, click on the arrow to the left of the ID. A selection menu will drop down to show the options available for download. Click on the gray arrow to download any of these. "N/A" means that option is not available for that particular form/document.

Why are there so many options for each form/document?

DCS provides English and Spanish versions of forms/documents and instructions to accommodate the needs of every client. DCS is also in the process of converting all forms and documents into fillable PDFs. A new option, 'eForm', will now be available for any form/document that has been converted.

What if I want to fill out a form/document by hand?

Simply print the form as you would any other file. If the form/document has instructions included, the instructions will not print unless you manually change the print page range.

How do I print two sided documents?

Printing 2-Sided Documents

To Set Print Properties to Print All Documents on 2-Sides:

- Select Start
- Select Settings
- Select Printers & Faxes
- Right click on your default printer (the printer with a check mark is your default printer)
- Select Printing Preferences
- Select 2-sided printing
- After following these steps, all documents will print on front and back until you change the setting

To Print 2-Sided Individual Documents:

- Open the document you want to print on 2-sides
- Select File
- Select Print
- Select Properties
- Select 2-sided printing (under the Page Layout tab)
- Click OK
- These steps will only print the current document on two sides. They will not affect the settings for other documents.

Can I get a form/document translated into a language other than English or Spanish?

Absolutely! Contact the DCS **Documents Program Specialist** at **(615) 532-3933** to request a form/document to be translated into another language.

Where can I find more information regarding DCS forms and publications policy?

DCS Forms Policy: [7.17 Forms Management](#) or DCS Publication Policy: [7.18 Publications Management](#) are available on the DCS Policies and Procedures page. Visit the [Department of General Services Printing and Media Services Division](#) for more information regarding State of Tennessee forms and documents policy.

How do I request a new form or edits to an existing form?

Contact the **Documents Program Specialist** at **(615) 532-3933** for assistance with form requests.